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**UNITED STATES ARMS CONTROL AND DISARMAMENT AGENCY**

**WASHINGTON, D.C. 20451**

Ref: Request for Proposal 70-2

Attention:

Gentlemen:

The United States Arms Control and Disarmament Agency has the responsibility for conducting research in various fields related to arms control and disarmament. We intend to initiate a contract study, under the cognizance of the Weapons Evaluation and Control Bureau, for "Analysis Procedures for a Balanced Force Reduction Verification System." We are enclosing for your consideration the Terms of Reference for this work.

If you are interested in undertaking this work, you should submit a competitive proposal to provide the necessary services, facilities and materials for doing the work described in the Terms of Reference. Your proposal should be submitted to me in ten (10) copies. The proposals should be mailed to:

U. S. Arms Control and Disarmament Agency  
Room 2318, State Department Building  
21st and Virginia Avenue, N. W.  
Washington, D. C. 20451  
Attention:

Contracting Officer

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They must be received in the offices of the Agency no later than C.O.B. June 11, 1970. The conveying envelope should

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WHEN SEPARATED FROM ATTACHMENTS.

HANDLE THIS DOCUMENT AS

be prominently marked "Request for Proposal 70-2 due 5:30 PM EDT, June 11, 1970." Proposers are cautioned to allow sufficient mailing time so that the proposal will be received at the Agency by the specified time.

The Agency has estimated that the study will require about two (2) man-months of research effort with an estimated completion time of six (6) months. The Agency, however, reserves the right to vary the scope of the work, the time for completion and the level of effort after initiating contract negotiations with the proposer selected. The proposer should plan on submitting: (1) monthly progress reports; (2) a draft final report; (3) a classified final report; and (4) a final oral briefing to the Agency in Washington, D. C. The final report will be prepared in the form of a reproducible master.

Your proposal should include information concerning each point contained in the enclosure entitled "General Information." With regard to Section III, SECURITY, in the "General Information," please furnish the information requested in (A) and (B). In addition, the enclosed "Certification of Noncollusion" and "Representation" concerning equal employment opportunity, shall be completed and made a part of your proposal in order for it to receive consideration for award. Your attention is also invited to the requirement of the Federal Procurement Regulations (41 CFR, Subpart 1-12.10) concerning the policy of the Executive Branch of the Government with respect to non-discrimination because of age.

The Agency will consider only proposals for the conduct of research, development and other studies by United States private or public institutions or persons (see 22 USC 2571, as amended).

Paramount consideration in selecting the successful proposer will be given to the degree of initiative and imagination displayed, the caliber and experience of the personnel involved, the soundness of the proposer's approach, and the proposer's record of successful performance in work of this type. All things being equal, then price and other factors in relation to the work to be performed will be considered.

Since the qualifications of the personnel to perform the work will be an important factor in the selection of the successful proposer, care should be taken to determine the types and levels of skills and experience to be applied to the work. To the maximum extent practicable, the proposer should

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identify the specific individuals to be employed on the project and the specific number of man-months of effort proposed for each individual.

Since there is a possibility that the award may be made without further discussion with the proposer, your proposal should be submitted initially in the most favorable terms, from a substantive and price standpoint. A cost-reimbursable type of contract is contemplated.

The U. S. Arms Control and Disarmament Agency operates under the Federal Procurement Regulations (41 CFR Chapter 1) and has implemented and supplemented these regulations in Chapter 23 of Title 41 U.S.C. A copy of the Agency's regulations are enclosed for your information.

Your proposal should be prepared at no cost or obligation to this Agency and should commit your organization to the quotation for a period of not less than thirty (30) days from the date on which proposals are due.

I look forward to receiving your response to the proposed work. If you have any questions about the Terms of Reference, you should address inquiries to [redacted] of the Agency's Field Operations Division, Weapons Evaluation and Control Bureau, whose telephone number is Area Code [redacted]

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Very truly yours,

[redacted]  
Contracting Officer

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Enclosures:

1. Terms of Reference
2. General Information
3. Certification and Representation
4. ACDA Procurement Regulations

Number 9 of 2 copies, Series A

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## TERMS OF REFERENCE

### Request for Proposal 70-2

#### MBFR VERIFICATION

**TITLE:** Analysis Procedures for a Balanced Force Reduction Verification System (Short Title: MBFR Verification)

Background: Several recommendations were made in the final report of Contract ACDA/WEC-153 concerning a verification system for a MBFR agreement in the NATO/Warsaw Pact area. In light of the current MBFR verification considerations being addressed within the Agency and the in-house planning for a proposed Weapons Evaluation and Control Bureau, Field Operations Division (WEC/FO) field test, FT-51, such a study would be pertinent.

The Problem: To develop and describe intelligence organization and analysis procedures for the correlation and analysis of the varied types of information to be received in a MBFR verification center.

Scope: In attacking the problem, the application and adaption of techniques used in the intelligence community will be emphasized.

The Contractor will provide additional detail with respect to the verification process described in Contract ACDA/WEC-153 concerning the structure and operation of an integrated (overt-unilateral) verification system to function in a MBFR environment and possible field test applications.

Task Statements: The following tasks will be accomplished though not necessarily limited to or in the order given:

I. Outline the organization and analysis requirements for the MBFR arms control verification process.

II. Review pertinent aspects of existing intelligence system operations, to determine the extent to which present priorities and practices will meet arms control requirements.

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downgrading and  
declassification

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III. Identify the "observables" or "indicators" with respect to "opposing" forces which would be useful for MBFR arms control verification purposes.

IV. Identify similar indicators with respect to US units which might be used as target forces in a MBFR field test.

V. Recommend analysis procedures, personnel and facilities required, and data base requirements for MBFR verification, with specific emphasis on applications in a realistic field test of MBFR verification techniques.

The monthly progress reports shall include, but not be limited to a description and/or summary of results, as applicable, for tasks planned, currently underway, and completed. The format of the monthly progress reports shall be as mutually acceptable between the Agency and the Contractor and shall include a statement of expenditures.

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## GENERAL INFORMATION

### I. TECHNICAL INFORMATION

Your proposal should include the following:

A. A technical description detailing plan of work and anticipated phasing of the study.

B. A list showing the names, backgrounds, and anticipated contributions of the people you propose to utilize in performing the work.

C. Comments on, and suggestions for handling, the scope of, or approach to, the work set forth in the Terms of Reference.

D. Identification of any proprietary information contained therein.

### II. ORGANIZATION

Your proposal should include the following:

A. A general history of your operating organization and a description of your experience in comparable study programs.

B. Your State of incorporation, or, if you are not incorporated, the names of owners or partners and whether or not your concern is a non-profit organization.

C. The following representations:

- (1) That you ( ) are, ( ) are not, a small business concern. A small business concern for the purpose of Government procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is bidding on Government contracts and can further qualify under the criteria concerning number of employees, average annual receipts, or other criteria, as prescribed by the Small Business Administration. (See Code

of Federal Regulations, Title 13, Part 121, as amended, which contains detailed industry definitions and related procedures).

- (2) That you (a) ( ) have, ( ) have not, employed or retained any company or person (other than a full-time bona fide employee working solely for the bidder) to solicit or secure this contract, (b) that you ( ) have, ( ) have not, paid or agreed to pay any company or person (other than a full-time bona fide employee working solely for the bidder) any fee, commission, percentage or brokerage fee, contingent upon or resulting from the award of this contract; and agree to furnish information relating to (a) and (b) above as requested by the Contracting Officer. (For interpretation of the representation, including the term "bona fide employee," see Code of Federal Regulations TITLE 41, Subpart 1-1.5

D. A statement as to the extent of subcontracting contemplated.

### III. SECURITY (Applicable to Classified Studies only)

The Agency operates under the Industrial Security Program of the Atomic Energy Commission and you must agree to abide by all of the applicable security regulations of that Commission. The cost of clearing your personnel for access to classified data and the cost of establishing a safe area for the processing and storage of classified data will be borne by the Agency. Such costs should not be included in your proposed budget.

In connection with the above paragraph your proposal should include:

(A) Information concerning security clearances which have been granted the individuals listed under I. B. (page 1), indicating:

1. Complete name, date and place of birth;
2. Previous clearance, and name of granting agency;

3. Investigative agency;
4. Completion date of investigation;
5. Present location of investigative reports.

B. Information respecting the adequacy of the facilities where the work will be performed as well as whether your organization has storage facilities for classified documents; and, if so, the level for which your facilities have been approved and the Federal Agency granting such approval.

#### IV. BUDGETARY INFORMATION

A. Your proposal should include a cost analysis adequately reflecting a breakdown (budget) of the cost elements comprising your quotation.

B. Part 1-15 of the Federal Procurement Regulations is to be employed in determining allowability and allocability of costs. Proposers should thoroughly familiarize themselves with the requirements of this regulation so that they will be fully aware of types of costs which will not be considered allowable under FPR Part 1-15. Within the broad scope of the principles set forth in these regulations, it is Agency policy to limit or disallow certain costs. Examples of these costs are:

Overtime or shift premiums not reasonably or properly allocable to the contract work unless it will result in lower overall cost to the Government;

Equipment purchased as a direct cost to the contract without prior approval of the Contracting Officer;

Cost for air transportation will normally be allowed at less than first class rates only.

C. If overhead rates used are based on organization or institution data, list all indirect expense accounts and direct labor base for the latest six (6) months in which figures are available.

D. Burden based on other than direct labor should be explained.



GENERAL INFORMATION

E. State whether Government financing of any type is required.

V. GENERAL

After selection of the contractor is completed, the Agency must dispose of unneeded copies of all unsuccessful proposals. Unless the proposer has given instructions for the return of such copies at his expense, such copies will be destroyed.

UNITED STATES ARMS CONTROL AND DISARMAMENT AGENCY

Request for Proposal

CERTIFICATION AND REPRESENTATION

Certificate of Independent Price

Determination

(a) By submission of this bid or proposal, each bidder or offeror certifies, and in the case of a joint bid or proposal each party thereto certifies as to its own organization, that in connection with this procurement:

(1) The prices in this bid or proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or offeror or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid or proposal have not been knowingly disclosed by the bidder or offeror and will not knowingly be disclosed by the bidder or offeror prior to opening, in the case of a bid, or prior to award, in the case of a proposal, directly or indirectly to any other bidder or offeror or to any competitor; and

(3) No attempt has been made or will be made by the bidder or offeror to induce any other person or firm to submit or not to submit a bid or proposal for the purpose of restricting competition.

(b) Each person signing this bid or proposal certifies that:

(1) He is **the** person in the bidder's or offeror's organization responsible within that organization for the decision as to the prices being bid or offered herein and that he has not participated, and will not participate, in any action contrary to (a)(1) through (a)(3) above; or

(2) (i) He is not the person in the bidder's or offeror's organization responsible within that organization for the decision as to the prices being bid or offered herein but that he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (a)(1) through (a)(3) above, and as their

agent does hereby so certify; and (ii) he has not participated and will not participate, in any action contrary to (a)(1) through (a)(3) above;

(c) This certification is not applicable to a foreign bidder or offeror submitting a bid or proposal for a contract which requires performance or delivery outside the United States, its possessions, and Puerto Rico;

(d) A bid or proposal will not be considered for award where (a)(1), (a)(3), or (b) above has been deleted or modified. Where, (a)(2) above has been deleted or modified, the bid or proposal will not be considered for award unless the bidder or offeror furnishes with the bid or proposal a signed statement which sets forth in detail the circumstances of the disclosure and the head of the Agency, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

#### REPRESENTATION

The bidder (or offeror) represents that he ( ) has, ( ) has not, participated in a previous contract or subcontract subject to either the Equal Opportunity Clause herein or the clause originally contained in Section 301 of Executive Order No. 10925 or the Clause contained in section 201 of Executive Order No. 11114; that he ( ) has, ( ) has not, filed all required compliance reports; and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards. (The above representation need not be submitted in connection with contracts or subcontracts which are exempt from the clause.)

Any proposal submitted in response to the above Request for Proposal should contain the above Certification and Representation in order to receive consideration for award.

\_\_\_\_\_  
(Name of Offeror)

\_\_\_\_\_  
(Signature of Authorized Official)

\_\_\_\_\_  
(Date)